

Northumberland County Council

JOB DESCRIPTION

Post Title: Public Health Manager	Director/Service/Sector: Public Health		Office Use
Band: 9	Workplace: Northumberland County Council		JE ref: 3010 HRMS ref:
Responsible to: Public Health Service Manager	Date:	Manager Level:	
Job Purpose:			
<ul style="list-style-type: none"> To provide support to the relevant Senior Public Health Manager and to contribute to the delivery against a targeted portfolio of public health work To provide support to the relevant Senior Public Health Manager and to contribute to the delivery of the corporate vision for Northumberland as articulated in the Sustainable Community Strategy, the Corporate Plan and other key corporate strategies. To contribute and advise on the development and implementation of health improvement, health protection and healthcare quality programmes To contribute to the management of commissioned public health services through regular performance monitoring and improvement processes, needs assessment and service reviews 			
Resources	Staff	Responsible for the co-ordination of collaborative working across partner organisations, service providers and internally for directing work of public health analysts and administration staff	
	Finance	Preparing, monitoring and reporting on budgets within the scope of the portfolio	
	Physical	Management of budgets using relevant software. Management of data and intelligence, including complex and sensitive data and personal confidential data, where required	
	Clients	In order to ensure service delivery through contract management, responsible for providing regular specialist advice, support, guidance and training, and performance monitoring for staff delivering services in 73 community pharmacies, 48 GP practices, services in up to 4 hospital trusts, e.g. school nursing services, health promotion services, smoking cessation services, drug and alcohol services and integrated sexual health service within the county and neighbouring authorities (up to 500 staff).	
Duties and key result areas:			
Surveillance, assessment population health (analysing, interpreting information, knowledge and statistics)			
<ul style="list-style-type: none"> To contribute to the development of the assessment of population needs, health inequalities, health impact assessment and identification of areas for action. To receive, interpret and at times present epidemiological and statistical information in agreed key policy areas to appropriate groups and organisations to inform evidence based decision making and supporting the commissioning of public health services and programmes which will have a positive impact on the health of the Northumberland population. To provide support to the Senior Public Health Manager and contribute to ensuring that information systems in place are capable of delivering the information needs for monitoring and reviewing progress in agreed key policy areas and where necessary work with other senior members of the Service to address information needs. Co-ordinate and contribute to a number of priority areas and public health programmes, engaging with a range of partners, organisations and individuals within all sectors and settings, which at times can be challenging. Contribute to and ensure that the JSNA is developed and utilised to target the interventions. To utilise information and intelligence systems to underpin public health improvement and action across disciplines and organisations, using both quantitative and qualitative data to inform decision making for long term impact. 			
Policy and strategy support			
<ul style="list-style-type: none"> Contribute to the development, production, implementation and monitoring of plans and strategies that support the Public Health agenda, as directed by Public Health Senior Manager. 			

- To work with key health sector organisations and other statutory and voluntary sector organisations to support the development and implementation of strategies, action plans, policies and services to meet specified public health and health service targets, in line with government guidance.
- Provide support to the CCG and local health service providers as required, with regard to the Public Health Core Offer and service reviews, to ensure health care quality and health improvement.
- Support strategy negotiation, development and implementation for portfolio areas outlined, including interpretation of National Institute for Healthcare and Clinical Excellence guidelines, policy and statutory guidelines.
- Lead on the development of needs assessments as required by the Public Health Senior Team.
- Produce up to date publications and health improvement materials in relation to specific portfolios.

Commissioning and service development

- Contribute to the development, procurement and re-procurement of public health services and initiatives from a range of multi-sector providers relevant to key public health policy and portfolio areas.
- Writes contract specifications and tender documents in relation to the commissioning of public health services, initiatives and projects.
- Develops performance and project management frameworks and systems for the supervision and management of commissioned contracts, using both national and local quality or evidence base.
- Undertakes public health service reviews, performance and evaluation.
- Advise on the development of contract documentation including service level agreements and service specifications for new/existing contracts through working in collaboration with the NCC Procurement Team throughout tendering processes for commissioned services
- Monitors performance of public health service contracts and takes action where necessary.
- Provides advice and support partners on implementation, evaluation systems and reporting mechanisms which monitor the progress and outcomes of commissioned services
- Undertake as directed, on behalf of the Joint Commissioning Group, regular service reviews of Public Health commissioned services
- Provide timely reports to NCC and funding bodies, both written and verbal on the progress and impact of Public Health programmes
- Lead and manage the development and implementation of specific projects, utilising project management approaches to ensure the achievement of key public health project objectives and deliverables on time and within budget

Collaborative working and partnership development

- Ensuring effective communication, which is often highly complex, sensitive to a range of partners on programmes and interventions
- Contributes to the development and delivery and long term public health strategic plans to meet local needs and contributes to the implementation of government policy in Northumberland, through the Health and Wellbeing Board, in agreed key policy areas.
- Contributes to the development and delivery of short and long term strategic plans and local initiatives which involve a range of partners, and disseminate learning and effective practice across partners in other areas.
- Engages with managers & staff across a range of agencies in assessing health needs and addressing health inequalities.
- Establish and maintain positive partnerships with key organisations to ensure co-operation and a commitment to reducing health inequalities and improving health across Northumberland.
- Facilitate development of mechanisms to involve service users and carers in planning, development and commissioning.
- Makes links with other agencies, in neighbouring authorities & organisations to facilitate improved access to services.
- Actively promote and represent the interests of the County Council in relation to public health service activities and policies at a local, regional and national level, as required.

Research and Development

- Undertakes commissioning of research and development projects and studies where a need has been identified in agreed key public health policy areas.
- Participates in research and development/monitoring and evaluation for portfolio topic areas.
- Ensures that work is based on a sound research and evidence base.
- Analyses and evaluates qualitative and quantitative data and research from a variety of sources in relation to key public health policy areas and to make evidence-based recommendations for action.
- Undertake research into areas of effective public health practice and disseminate information to inform commissioning intentions.

Financial Responsibility

- Prepare financial reports to monitor effective spend from an agreed budget.
- Contribute to the setting and monitoring of the budget.
- Contribute to the development of funding proposals and bids in relation to the further development of services.

Staff Responsibility

- Provide management and leadership to the Public Health staff on specific programmes of work, ensuring work is fit for purpose.
- Provide line management or supervision to Public Health staff as required

Self Development

- Take part in professional development and training as identified and to attend relevant conferences/seminars/workshops as required
- Take part in the Council's appraisal process.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	This post has a county-wide remit, therefore there requires frequent attendance at county-wide sites The post also requires regular attendance at regional sites This post may require occasional attendance at national sites
Working patterns:	This post is full-time Hours are based on standard office hours, with flexible working expected to meet the demands of the post This post requires occasional evening/weekend working This post may require occasional overnight stays
Working conditions:	The post is predominately office based, with some off-site working as required. Long periods of concentration, which can be over a number of days where analysis of data, production reports and presentations need to be produced, during this time there may be constant high level interruptions.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Public Health Manager	Director/Service/Sector: Public Health	Ref: 3010
Essential	Desirable	Assess by
Knowledge and Qualifications		
<ul style="list-style-type: none"> • Master's Degree in Public Health, Health Promotion or related field or evidence of equivalent experience • IT knowledge /qualifications – Excel, PowerPoint, Word, databases • Knowledge and understanding of the main health inequalities in Northumberland and the social determinants of health • Knowledge of National and local health policies and strategies • Knowledge of health related indicators and performance management 	Relevant qualification in health, social, education or criminal justice or Relevant qualification in sexual health and /or reproductive health promotion	

<ul style="list-style-type: none"> • Evidence of continuing personal and professional development • Proven track record of adapting and applying public health skills, knowledge and competencies to all priorities as well as be able to apply the evidenced base to all public health programmes and settings. 	Registration as a Public Health Practitioner with UKPHR (or working towards) Management or leadership qualification	
Experience		
<ul style="list-style-type: none"> • Specialist health improvement/development knowledge which can be applied to key local priorities • Experience at multi-agency partnership working • Experience of commissioning services • Project management – planning, managing and delivering projects/ work programmes on time and to budget, particularly in a multi-disciplinary environment • Experience of collating, analysing and presenting complex, sensitive or contentious information to a range of partners. • Experience of using performance indicators to manage performance • Experience of commissioning and monitoring activity including specification development • Experience of or evidence of financial management skills, including budget setting, project costing and budget management • Experience of supervision of staff, including training and development • Experience of strong partnership working, working as part of a team and also working independently • Experience of preparing and submitting work proposal and reports 	Experience working with targeted vulnerable groups of children, young people and adults or Experience of working within sexual health Experience of managing staff	
Skills and competencies		
<ul style="list-style-type: none"> • Ability to negotiate and reach satisfactory and productive outcomes with a range of partners including providers, councillors and members of the public • Excellent communication skills (written, verbal and IT) with the ability to express complex and contentious concepts in a clear, concise and understandable manner and give verbal presentations. • Well-developed analytical skills, including collection of data and preparation of reports. • Ability to provide a range of complex data in a variety of formats appropriate to a range of stakeholders (senior managers, service user groups etc.) • Ability to plan, lead, performance manage, deliver and evaluate projects • Understand issues of confidentiality in relation to the provision of data and person-level information • Ability to work accurately and with precision • Ability to respond positively to change • Capable of working on own initiative • Excellent ICT skills to support the management of data, including finance and performance data 	Advanced ICT skills	
Physical, mental and emotional demands		

<ul style="list-style-type: none"> ● Commitment to high standards of professional performance ● Commitment to user and carer or community involvement in development and planning processes ● Flexibility and commitment to providing effective services ● Ability to work in pressurised situations, working to strict deadlines ● Ability to deal with competing demands and prioritise workload effectively ● Ability to stay calm in emotionally challenging situations ● Need to maintain awareness for lengthy periods of enhanced concentration, for example working on the same piece of work over a number of days, whilst dealing with constant high level interruptions 		
Other		
<ul style="list-style-type: none"> ● Able to meet travel requirements of the post ● Ability to work flexibly, to meet the demands of the post ● Ability to organise own workload, prioritising competing demands and work to deadlines ● Ability to engage and motivate a wide range of client groups ● A team worker ● Dependable, reliable and keeps good time ● Displays and encourages high standards of honesty, integrity, openness and respect for others ● Willing to acquire new skills ● Can work with minimum direct supervision, using own initiative ● Seeks support and advice on issues that are beyond professional competence ● Manages own time effectively 		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

PUBLIC HEALTH DIRECTORATE

